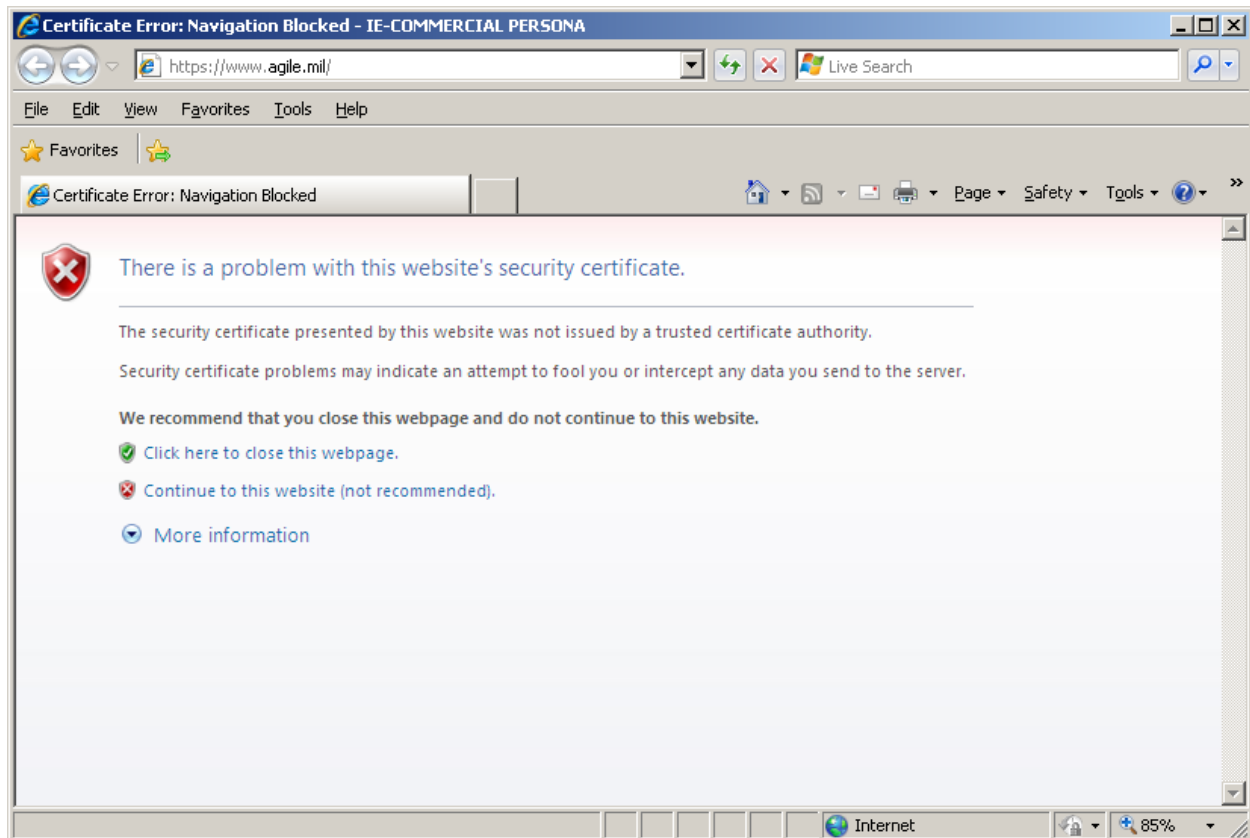# AGILE New User Guide

As a new user on the AGILE Learning Environment, you will be required to create a new user account. Once you have created this account you will be able to search and enroll on the course offerings within the AGILE LMS.

To create a New User account, follow the instructions below:

Launch the AGILE web site.

JWICS	http://agile.dodiis.ic.gov
SIPRNet	http://agile.dse.dia.smil.mil
NIPRNet	http://www.agile.mil

Note: Depending on your local browser setting you may get the following certificate error message, please continue. This is a safe and secure website. Below is an example from Internet Explorer. **We strongly recommend you use IE for your web browser.** Firefox will give you other buttons to hit to accept the certificate and may cause problems with drop down menus.

On the following screen select the "Select the NEW USERS link (Highlighted).

A new screen will appear that will provide with the option to select your mission criteria. Select the best option the fits your mission and select the "Continue" button at the bottom of the screen.

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1. The next screen is the "PRIVACY & SECURITY NOTICE" screen. Read the information and scroll down to the bottom of the page. Select the "Acknowledge and Continue" button.

2. On the "Create New Account" screen, enter the following required information (Required information is indicated by *).
   a. Name
   b. Password – Ensure your password meet the specification listed on the screen.
   c. Re-Enter your password
   d. First Name
   e. Last Name
   f. Your Primary JWICS Email address
   g. SSAN (for cover personnel, you may enter XXX-XX-XXX)

h. Select your Organization from the dropdown list. This will allow your Domain Administrator to reset your password and enroll you in courses as needed. If your organization is not listed, select ONCIX.
i. Select Dept/Directorate from the dropdown list. If you had to select ONCIX from the previous option, select "Other" from the drop down option.
j. Select your Affiliation from the dropdown list
k. Select your Job Position from the dropdown list. Select the closest position your current position.

Create New Account

* = Required Fields

Attention: Do not use the browser Back button when using this system

The User's password has to be compliant with the following rules:

- The length of the password must be between 8 and 40 characters.
- The password must contain the following types of characters:
  1. English lower case letters.
  2. English uppercase letters.
  3. Arabic numerals(0,1,2,...9).
  4. Non alphanumeric special characters (!@#$%^&*()-_+=\{\}[]<>?/";:\\|)
- The password cannot contain user's first name and last name.
- The new password cannot be same as any of the previous 5 passwords.

Create New Account

Personal Information

a * User ID:		Use value such as network user name, firstname.lastname, etc.
b *Password:		
c *Re-Enter Password:		
d *First Name:		
e *Last Name:		
Middle Initial:		
f *Primary JWICS Email Address:		All System Notifications will be sent to this address, therefore your primary email account must be on this network. Valid e-mail address must contain .gov or .mil
Secondary Email Address:		Valid e-mail address must contain .gov, .mil or .com
g *SSN ('000-00-0000'):		Used for individual identification and integrity functions. See Privacy Policy on homepage.
h * Organization:		
i * Dept./Directorate/Command:		
j *Affiliation:		
k *Job Position:		

3. Continue entering the required information listed below:
   l. Enter your work street address
   m. Enter your city
   n. Enter your State
   o. Enter your zip code
   p. Select "United States" from the dropdown list
   q. Type in a security question of your choice
   r. Enter your security question answer
   s. Re-enter your security question answer
   t. Check your information then select the "Submit" button at the bottom of the screen.

Work Address (Building, etc.):
l *Work Address (Street):
m *City:
n *State / Province:
o *Zip Code:
p *Country: Please choose a country
Home Address (Building, etc.):
Home Address (Street):
City:
State / Province:
Zip Code:
Country: Please choose a country
Telephone Number:
Emergency Contact Name:
Emergency Contact Number:

Security Information
q * Security Question:
r * Security Answer:
t * Re-Enter Security Answer:

Submit   Reset

Thank you for registering with JIVU!

PRIVACY ACT - 1974 As Amended May Apply

4. Now wait for an activation email. Once received, following instructions and link in the email (**Activate**)
5. Once you have logged onto AGILE and you selected ONCIX as your organization, you will be in the ONCIX domain. If you are not in the ONCIX domain, select the "User Profile" link on the Easy Links menu and change your domain to ONCIX.
6. Select the "Catalog" link to search the catalog. This will open up the search feature of the catalog.